



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO DO

MAR 4 2005

MEMORANDUM FOR DLA MANAGERS AND SUPERVISORS

SUBJECT: 2005 Workforce Recruitment Program (WRP) for College Students with Disabilities

The 2005 Workforce Recruitment Program (WRP) for College Students with Disabilities launches on March 16, 2005. The Defense Logistics Agency annually participates in this program, which is co-sponsored by the Department of Defense (DoD) and the Department of Labor, Office of Disability Employment Policy. The Under Secretary of Defense for Personnel and Readiness will provide funding and work years to DoD activities for summer positions to be filled through the WRP. This year DLA has been allocated funding to hire **twenty-seven (27)** students. Now is the time to take advantage of this wonderful opportunity!!!

Information about the WRP and what the program can offer DLA employers is provided at attachment 1. A key point to remember is that the WRP is a free resource for you that will have no impact upon the Agency's budget or staffing requirements. If your organization is undergoing downsizing, reorganization, or a hiring freeze, the WRP is an excellent way for your organization to continue accomplishing its goals. Students hired through WRP can be utilized to perform duties that support our mission at no cost to DLA.

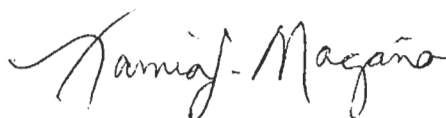
You can hire students through the WRP to fill any position for which they qualify. Students are authorized to begin their summer appointment for a 14-week time frame between May 16, 2005 and September 30, 2005. I encourage you to take advantage of this program as an additional recruitment source for your previously identified DLA funded permanent and summer hire employment needs.

Now is the time to identify positions within your organization suitable to be filled by candidates under this program. The Student Request Form at attachment 2 can be used to identify your projected requirements. Please return it to the Disability Program Coordinator servicing your organization as soon as possible. A list of WRP points of contact (POCs) is at attachment 3.

We will receive the student referral list from DoD on March 16, 2005. It will be provided to you by your servicing Disability Program Coordinator. Once you receive the list, please move quickly to contact those students you want to consider for employment. If you wait, you may lose the opportunity to get the student you want.

If you are requested to provide a reasonable accommodation, the DoD Computer/Electronic Accommodations Program (CAP) will lend adaptive equipment to any student with a need hired through this program. Please contact your local Disability Program Coordinator identified in attachment 3, for further assistance.

The WRP is a win/win opportunity for DLA and the students who participate in the program. Mr. Eric F. Spanbauer is the DLA point of contact and will coordinate all matters through DoD concerning the WRP. Mr. Spanbauer may be reached via electronic mail at eric.spanbauer@dla.mil or fax at Commercial 703-767-1110 / DSN 427-1110 or TTY at 703-767-0382. Voice users may dial the Federal Relay at 1-800-877-8339 and give the Relay Operator TTY number 703-767-0382.



FAMIA J. MAGAÑA
Director of Equal Employment
Opportunity

Attachments

cc:
Equal Employment Managers
Disability Program Coordinators
CSO-C
CSO-N
J-14

Attachment 1

WORKFORCE RECRUITMENT PROGRAM (WRP) FOR COLLEGE STUDENTS WITH DISABILITIES

*** PROGRAM INFORMATION ***

FY 2005

What is the WRP?

The WRP is a nationwide employment resource for Federal and private sector employers to identify qualified temporary and permanent applicants for employment for a variety of fields. The WRP is co-sponsored by the Office of Disability Employment Policy in Department of Labor and the Department of Defense (DoD). All students are in good academic standing and are enrolled in either a certificate or a degree program from the Associate to the Ph.D. levels.

How are students selected for the WRP?

Colleges and universities across the country are invited to participate. Trained recruiters from Federal agencies including the Defense Logistics Agency (DLA) conduct personal interviews on campuses with interested students. The recruiter evaluates the students overall credentials and assigns a numerical rating. Those students who receive a favorable recommendation from the recruiter are entered into a database.

How does the program work?

Students are registered in the database by occupational preferences, geographic availability, interviewer's rating, and employment preference - summer, temporary, or permanent. Some students are seeking work-study opportunities.

The database list is distributed annually to participating Federal agencies. This year the list will be available on March 16, 2005. DLA disability employment program coordinators can assist you in identifying the right candidate for your position.

Salary and Expenses:

Students seeking summer intern appointments are usually available to work from May 16 through September 30, 2005. Most students qualify at the GS-3 through GS-7 levels, but there is no limit on grade. DoD will pay the salary, even if the student qualifies for a GS-15. However, managers are required to have a position description for the student.

Students are responsible for all transportation and housing expenses. Assistance in locating housing is provided to students who work in or around Washington, DC. Your servicing Disability Program Coordinator may be able to locate summer housing and transportation options for students interested in working at DLA Field Activities (see list of POCs at attachment 3 for assistance).

Attachment 1

WORKFORCE RECRUITMENT PROGRAM (WRP) FOR COLLEGE STUDENTS WITH DISABILITIES

*** PROGRAM INFORMATION ***

FY 2005

Accommodations and Equipment:

The DoD Computer/Electronic Accommodations Program (CAP) will provide electronic adaptive technology to students requiring specialized equipment hired through this program for the duration of that student's employment. Sign language interpreting services are also provided.

What does the program offer employers?

- Job candidates pre-screened through face-to-face interviews.
- Information about each applicant's qualifications.
- Referral pools tailored to specific job requirements.
- Access to candidates across the Nation, by state, or by school.
- Flexibility in hiring for summer internships or permanent positions.
- Opportunity to evaluate summer interns for permanent staffing needs.
- Freedoms to conduct independent interviews after referrals are made.

What can summer interns do for you?

- Undertake special projects postponed for lack of time or resources.
- Assist permanent staff with key projects.
- Share specialized knowledge and innovative technical skills.
- Assume responsibilities of staff on vacation or leave of absence.
- Prove that qualified people with disabilities make excellent employees.
- Contribute in a wide variety of areas, including business, communications, engineering, science, computer science, and administrative support.

The Student Listing is available after March 16, 2005, for employment consideration.

- More than 1,500 resumes of college students with disabilities are available for review.
- Students are enrolled in Associate to Ph.D. level programs.
- Students are seeking summer internships, student educational, temporary and permanent employment.
- Students are seeking careers in administrative, business, computer science, clerical, engineering, public affairs, science, and other disciplines.
- Students are available for employment in General Schedule positions anywhere in the U.S.
- Students pay for their own housing and transportation expenses.

Attachment 1

WORKFORCE RECRUITMENT PROGRAM (WRP) FOR COLLEGE STUDENTS WITH DISABILITIES

* PROGRAM INFORMATION *

FY 2005

- Affordable housing referrals are available in the Washington, DC, Metropolitan Area.
- All students are in good academic standing and referred by recruiters to participate in this program.
- Free adaptive computer technology through the DoD Computer/Electronic Accommodations Program (CAP) is available for students hired under this program.

Position Description (PD) Guidelines for Student Selectors:

- Provide available PD. Clerical and Administrative Support Positions are one-grade interval positions and typically filled at grades GS-2 through GS-7. Students may qualify based on experience, education or a combination of education and experience. The experience/education below outlines minimum qualifications for each grade level.

GRADE	EXPERIENCE	EDUCATION
GS-2	3 MONTHS GENERAL	HIGH SCHOOL OR EQUIVALENT
GS-3	6 MONTHS GENERAL	1 YEAR ABOVE HIGH SCHOOL
GS-4	1 YEAR GENERAL	2 YEARS ABOVE HIGH SCHOOL
GS-5	1 YEAR SPECIALIZED = TO GS-4	4 YEARS ABOVE HIGH SCHOOL
GS-6 & ABOVE	1 YEAR SPECIALIZED = TO NEXT LOWER GRADE	NONE
NOTE: 1 YEAR OF EDUCATION ABOVE HIGH SCHOOL IS EQUAL TO 30 SEMESTER HOURS OR 45 QUARTER HOURS.		
IF POSITIONS ARE BEING FILLED WITH TWO GRADE INTERVAL POSITIONS THEN A BACHELOR'S DEGREE IS QUALIFYING AT THE GS-5 LEVEL OR WITH SUPERIOR ACADEMIC ACHIEVEMENT IN THE BACHELOR'S DEGREE, A STUDENT WILL QUALIFY FOR A GS-7.		

- Please contact your WRP coordinator (see attachment #3) for generic PDs available for GS-3, GS-4, GS-5 and some GS-7 positions. Certain PDs from GS-6 to GS-15 positions must be provided by the management. Generally, the GS Grade Level Equivalencies are based on the number of college credits completed at the time of formal job offer by CSO. However, a student may qualify for a higher grade level if they have work experience for which they can receive credit in addition to their college credits. Only the CSO can make the final grade determination. *A PD must be submitted with the WRP student's name and SID# before CSO can properly qualify and make a formal offer.*

Attachment 1

WORKFORCE RECRUITMENT PROGRAM (WRP) FOR COLLEGE STUDENTS WITH DISABILITIES

* PROGRAM INFORMATION *

FY 2005

Position Possibilities

Accounting

Administration - Professional

public administration
policy analysis
program management

Administration - Support

clerk typist
secretary
administrative support

Business

budget
finance
economics
marketing
business administration

Computer - Applications

computer programming
software development
management information
systems (MIS)
computer information
systems (CIS)
network security
help desk

Computer – Hardware

computer engineering
computer technician

Computer - Web

website design
webmaster

Criminal Justice

Education

Engineering/Technology/Design

engineering
architecture
drafting
computer-aided design/drafting

Health Care

nursing
physician's assistant
health science
occupational therapy
physical therapy
medical technology

Human Resources/Equal Employment Opportunity

Legal

lawyer
paralegal
legal secretary

PR (Communications)

public affairs
public relations
publications
journalism

Science

mathematics
statistics
physics
biology
chemistry
environmental
science/ecology
animal science
agricultural science
geology
geography

Social Service

counseling
vocational rehabilitation
social work

Open

student has no particular
preference and is open to any
position

Attachment 2

**DLA WORKFORCE RECRUITMENT PROGRAM (WRP)
FOR COLLEGE STUDENTS WITH DISABILITIES**

2005 WRP Student Request Form

Requesting Activity/J-code/Director's Staff Office:

Supervisor Name (please print): _____

Office Address:

Phone Number: _____ **Fax Number:** _____

E-Mail Address: _____

Type of Appointment Requested:	Summer:	Permanent:
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Position Possibilities

____ Accounting	____ Computer - Web	____ Legal
____ Administration - Professional	____ Criminal Justice	____ PR (Communications)
____ Administration - Support	____ Education	____ Science
____ Business	____ Engineering/Technology /Design	____ Social Service
____ Computer - Applications	____ Health Care	____ Open (see attachment #1)
____ Computer - Hardware	____ Human Resources/Equal Employment Opportunity	

Other (please specify): _____

Attachment 2

**DLA WORKFORCE RECRUITMENT PROGRAM (WRP)
FOR COLLEGE STUDENTS WITH DISABILITIES**

2005 WRP Student Request Form

Special Skills or Education Requested:

Job Description (if applicable):

*Submit this form to your servicing Disability Program Coordinator/WRP Coordinator.
(See Attachment #3)*

Attachment 3

**DLA WORKFORCE RECRUITMENT PROGRAM (WRP) FOR COLLEGE STUDENTS
WITH DISABILITIES – FISCAL YEAR 2005**

DESIGNATED WRP POINTS OF CONTACT:

People with Disabilities (PWD) Program Manager - DLA Corporate EEO Office (DO):	
Mr. Eric F. Spanbauer (DO-P) DLA WRP Manager ATTN: DO, Room 1127 8725 John J. Kingman Road, Stop 2533 Fort Belvoir, VA 22060-6221	EMAIL: eric.spanbauer@dla.mil COM: (703) 767-0382 TTY DSN: 427-0382 TTY FAX: (703) 767-1110
Alternate WRP Manager: Tina Chew	EMAIL: montina.chew@dla.mil COM: (703) 767-6134 DSN: 427-6134 FAX: (703) 767-1110

Defense Distribution Center (DDC) EEO Office:	
Ms. Mattie R. Taylor WRP Coordinator ATTN: DDC-CSS-E Bldg 81, 2001 Mission Drive New Cumberland, PA 17070-5000	EMAIL: mattie.taylor@dla.mil COM: (717) 770-4238 DSN: 771-4238 FAX DSN: 771-8753
Alternate WRP Coordinator: Ms. Betty Durham	EMAIL: betty.durham@dla.mil COM: (717) 770-4805 DSN: 771-4805 FAX DSN: 771-8753

Defense Supply Center Columbus (DSSC) EEO Office:	
Mr. Paul Allen Gambrell WRP Coordinator ATTN: DSCC-DK P.O. Box 3990 Columbus, OH 43218-3990	EMAIL: paul.gambrell@dla.mil COM: (614) 692-6241 DSN: 850-6241 FAX: (614) 692-4797
Alternate WRP Coordinator: Jereline McMahan-Moore	EMAIL: Jereline.McMahan-Moore@dla.mil COM: (614) 692-0738 DSN: 850-0738 FAX: (614) 692-4797

Attachment 3

DLA WORKFORCE RECRUITMENT PROGRAM (WRP) FOR COLLEGE STUDENTS WITH DISABILITIES – FISCAL YEAR 2005

DESIGNATED WRP POINTS OF CONTACT:

Defense Supply Center Richmond (DSCR) EEO Office:	
Ms. Cathy Samuels Hobson WRP Coordinator ATTN: DSCR-DK 8000 Jefferson Davis Highway Richmond, Virginia 23297-5118	Ms. Cathy Samuels Hobson WRP Coordinator ATTN: DSCR-DK 8000 Jefferson Davis Highway Richmond, Virginia 23297-5118 cathy.hobson@dla.mil COM: (804) 279-3249 DSN: 695-3249 FAX: (804) 279-3759
Alternate WRP Coordinator: Harold K. McManus	Alternate WRP Coordinator: harold.mcmanus@dscr.dla.mil COM: (804) 279- 6720 DSN: 695- 6720 FAX: (804) 279-3759

DLA Corporate EEO Office; EEO Operations Division (DO-S):	
Ms. Montana Chew (DO-S) WRP Coordinator ATTN: DO, Room 1127 8725 John J. Kingman Road, Stop 2533 Fort Belvoir, VA 22060-6221	EMAIL: montina.chew@dla.mil COM: (703) 767-6134 DSN: 427-6134 FAX: (703) 767-1110
<u>Serviced Organizations/Activities:</u> <ul style="list-style-type: none"> • DLA Headquarters (includes J-Codes and Director's Staff Offices) • DLA Enterprise Support • Defense Energy Support Center • Document Automation and Production Service • Defense National Stockpile Center 	Alternate WRP Coordinator: Eric F. Spanbauer EMAIL: eric.spanbauer@dla.mil COM: (703) 767-0382 TTY DSN: 427-0382 TTY FAX: (703) 767-1110

Attachment 3

**DLA WORKFORCE RECRUITMENT PROGRAM (WRP) FOR COLLEGE STUDENTS
WITH DISABILITIES – FISCAL YEAR 2005**

DESIGNATED WRP POINTS OF CONTACT:

Defense Supply Center Philadelphia (DSCP) EEO Office:	
Mr. Michael Cowley WRP Coordinator ATTN: DSCP-DK Building 36/2 700 Robbins Avenue Philadelphia, PA 19111-5096	EMAIL: michael.cowley@dla.mil COM: (215) 737-5906 DSN: 444-5906 FAX COM: (215) 737-2520 FAX DSN: 444-2520
Alternate WRP Coordinator: June Goldberg	EMAIL: june.goldberg@dla.mil COM: (215) 737-2310 DSN: 444-2310 FAX COM: (215) 737-2520 FAX DSN: 444-2520

Defense Logistics Information Service (DLIS) & Defense Reutilization and Marketing Service (DRMS) EEO Office:	
Mr. Charles Cooper WRP Coordinator ATTN: DLIS-DK Federal Center 74 Washington Avenue North Battle Creek, MI 49017-3084	EMAIL: charles.cooper@dla.mil COM: (269) 961-4061 DSN: 661-4061 FAX COM (269) 961-5168 FAX DSN: 661-5168
Alternate WRP Coordinator: Susan Boyer	Susan.boyer@dla.mil COM: (269) 961-5272 DSN: 661-5272 FAX COM: (269) 961-5168 FAX DSN : 661-5168